

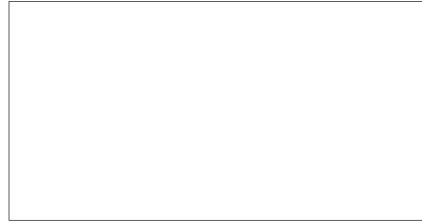
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Capital Requirements



Facilities Management Group (FMG)

Need FY90 MBO's & Studies

Printing and Photography Group (P&PG)

FY90 OBJECTIVES

1. ENHANCE GROUP COMMUNICATIONS
This Objective has been created in an attempt to maximize both vertical and horizontal communications within P&PG. To that end, this objective will require continual identification, development, implementation, and monitoring of projects that will meet our goal.
CATEGORY: C (Important)
2. DEVELOP A BROADCAST QUALITY VIDEO PRODUCTION CAPABILITY
Due to increasing customer demands at the executive-level for higher quality in television productions, this objective will focus on the creation and execution of an unfunded request for enhancing P&PG's video production capabilities to the "broadcast" operating level.
CATEGORY: C (Important)
3. ESTABLISH A QUALITY CONTROL PROGRAM PLAN
Present methods of Quality Control are inadequate. Currently, individual Journeyman are being relied upon to produce acceptable quality. As a result, there is no group wide definition of what constitutes acceptable quality. Furthermore, production pressure from management in many cases overrides the quality concerns of Journeymen. This objective will formalize the control of quality by establishing accountability, defining degrees of quality and setting standards.
CATEGORY: C (Important)
4. REVISE HEALTH AND SAFETY PROGRAM
The P&PG production environment and the use of chemicals and solvents to support the printing and photography process dictated the need for a strong safety program. The current revised program will continue to insure the maximum safety and health environment for all P&PG employees.

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CATEGORY: C (Important)

5. ESTABLISH ELECTRONIC PACKAGING ADDRESSING AND DISSEMINATION SYSTEM

There are a number of automated dissemination systems in use in the Agency today, none of which are either soft ware or data format compatible for use by P&PG. In addition, the packaging process which is an integral part of material dissemination is both labor intensive and inconsistent with the current industry practices. A standardized new system would be beneficial to P&PG customers by providing consistent data sharing and efficiency in the total dissemination process.

CATEGORY: C (Important)

FY90 PROJECTS

1. CONVERT MIS MENUS TO NOMAD

This is an ongoing project. P&PG's Management Information System (MIS) now generates menus through PL-1 programs which generate CP-CAM. Therefore, these menus must be rewritten to use NOMAD procedures.

2. DEVELOP BAR CODED ACCOUNTABLE PROPERTY SYSTEMS

This is a continuing project. P&PG is developing bar code expertise in several areas. Bar code technology and existing bar code input and labeling hardware can enhance the automated inventory system and the accountable property activity. P&PG plans to extend bar code technology to these areas.

3. DOCUMENT ACMP PROCEDURES

This is a continuing project. In conjunction with a revised ACMP, procedural changes have streamlined most internal processes regarding the copier management activity. To facilitate coordination among all members of the ACMP, all internal operating procedures will be reviewed, revised and documented.

4. DOCUMENT AND DISPLAY P&PG HISTORY

This is an on-going project. The evolution of P&PG's activities portrays a unique perspective on the development of printing and photographic technology used to produce current intelligence during the past four decades. By utilizing documents, photographs, hardware, etc., this project will identify which material is representative of this history and the appropriate locations for its display.

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Office of Logistics Printing and Photography Group

FY90 PROJECTS (continued)

5. FORMALIZE THE PLATEMAKING APPRENTICESHIP PROGRAM
P&PG is presently using personnel resources from other trade disciplines to meet production requirements in our platemaking area. Proper training of these individuals is lacking. This project will provide us with the needed professionals to enhance our quality and production capabilities.
6. ESTABLISH AN ON-THE-JOB TRAINING PROGRAM FOR JOURNEYMEN
In order for journeyman level personnel to be competitive for up-grade positions within their tradecraft, a formalized training program must be established. This initiative will evaluate current practices within each Branch and recommend methods to provide journeyman with exposure to advanced technical responsibilities and duties of each tradecraft. Additionally, this initiative will review the skill level qualifications of the "typical" journeyman in order to identify common shortcomings at the journeyman skill level.
7. EVALUATE THE P&G APPRENTICESHIP PROGRAMS
The Graphic Arts Apprenticeship Program was established approximately eight years ago, and has been only modestly changed from its original design. With the advent of more technical systems used in the printing process and the influx of college graduate students to the P&PG work force; GAAP must be evaluated to determine if the program is meeting the immediate and future needs of P&PG in order to satisfy the Agency's printing production requirements.
8. ESTABLISH WRITTEN MAINTENANCE REQUEST FORM
Currently maintenance support is requested via face-to-face or telecon communication, without written requests being generated. This project would design and initiate a formal system for use by P&PG supervisory in requesting maintenance support, including the creation of forms and for prioritizing maintenance requests.
9. PROCURE STORAGE SPACE FROM FMG EXCAVATION WORK
FMG is scheduled to initiate excavation work in the G-5 area of the Printing and Photography building in

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November 1989 to provide space for new power transformers. This project will coordinate P&PG's effort in obtaining additional space in this area for production or other suitable uses.

10. INCREASE COMPUTER LITERACY WITHIN P&PG
Due to the ever-increasing use of computer systems within P&PG, the program will continue to improve the computer literacy of P&PG personnel to facilitate a proportional increase in computer familiarity and skill. This program will continue to be implemented through external and internal training. Benefits of this objective will be a more skilled and versatile workforce.

FY90 STUDIES

1. STUDY FEASIBILITY OF IMPLEMENTING "DIRECT-TO-PLATE" CAPABILITY USING DI IMAGE/TEXT DATABASE OUTPUT
This a continuing study. "Direct-to-plate" describes the capability of transferring digitized data directly from the electronic media to an offset printing plate. This capability holds the potential for enormous savings in time, materials and manpower within P&PG. The Directorate of Intelligence (DI) is currently investing significant resources to develop an electronic merging of text and images. This P&PG study will analyze the feasibility of implementing "direct-to-plate" technology, within P&PG, which will capitalize on the DI system output to produce an uninterrupted electronic production process.
2. IDENTIFY ALTERNATIVE OR ENHANCED ELECTRONIC COMPOSITION SYSTEMS FOR THE 90'S
This is a continuing study. The incorporation of graphics and halftones into finished intelligence publications is an increasingly important aspect of P&PG's production capability. Electronic digitization of images is the state-of-the-art. P&PG's current composition system is not expected to develop this capability by FY91. An alternative system must be identified to bring Group capabilities to the state-of-the-art level by FY91.
3. DETERMINE BENEFITS VERSUS COST OF AN INTEGRATED MINI COLOR LAB AND OTHER AUTOMATION EQUIPMENT
This study is being continued from last year due to late breaking events of significant impact to the photographic laboratory industry. This study will compare current technology, with P&PG requirements and

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resources, to determine the benefits in terms of more efficient response times and manpower usage via the integration of a mini color photographic laboratory.

4. DEVELOP ADP ENHANCEMENTS FOR GROUP EFFICIENCY
This is a continuing study. Selected P&PG activities will be analyzed to determine the need for ADP applications. From these analyses, a package of ADP enhancements will be developed to improve P&PG administrative and operational efficiency. This study will also address the potential use of LANS and automated planning as well as alternative input devices, barcoding, digitized voice storage, scanners and electronic clipboards.
5. STUDY REQUIREMENTS AND FEASIBILITY OF ENLARGING P&PG HEADQUARTERS PLANT DOCK AREA
Additional dock area is needed to handle the increased responsibilities of the Agency Copier Management and Supply Programs and the incorporation of the outside vendor unclassified printing initiative. More space is needed to house these operations in a safe and efficient manner. This study will identify the requirements and means for enlarging the dock area, including a new dock plate or levellator.
- 25X1 6. ENHANCED FILM STORAGE [REDACTED]
25X1 Currently P&PG film is stored [REDACTED] in an open warehouse environment. Refrigeration can greatly extend the shelf life of photo materials. This study will identify the costs, benefits, practicality and options to storing P&PG film stock [REDACTED]
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7. STUDY REQUIREMENTS FOR INCREASING EFFICIENCY OF RECORDS SYSTEM
The manual storage and retrieval of hardcopy administrative material is becoming increasingly inefficient in a world of automation and computers. Various high-tech, low cost options are available for reversing this inefficiency. This study will identify the options, costs and benefits of implementing and enhanced records systems.
8. IDENTIFY METHODS TO ENHANCE PLANNING/PROJECT MANAGEMENT
Automation, computers and shrinking resources are continually pushing the complexity of daily and strategic planning and/or project management beyond the capacity of human coordination. Project/planning management software is increasingly utilized to control and optimize the effects of this complexity. This study will identify the optimum methods and means for incorporating project management techniques into the P&PG planning/project management environment.

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9. IDENTIFY FEASIBILITY OF ESTABLISHING FBIS BLACK AND WHITE GRAPHIC CAPABILITIES
Currently FBIS daily publications are limited to black and white line art. FBIS wishes to increase its use of graphics to include black and white halftones. To do this a black and white scanner which would be compatible with the Xyvision system must be identified. This objective would survey, identify, and test scanners which would have a reasonable chance of fulfilling these requirements.
10. DEVELOP AN ENHANCED STILL PHOTOGRAPHY CAPABILITY FOR THE HEADQUARTERS AUDITORIUM
This is a new study. Due to executive-level desires for "invisible" still photographers, this project will concentrate on identifying, procuring, and/or implementing the hardware and procedural changes required to "shoot" awards ceremonies from the back of the Auditorium.

Supply Group

FY-90
OFFICE LEVEL OBJECTIVES

°Reduce 1979 through 1989 invalid ICS suspense entries and coordinate/monitor customer actions to resolve these discrepancies.

°determine priorities and

"clearing" schedule

°review monthly ICS reports

°monthly reports on progress to

C/SG and Logs Offices

°2 mtgs and guidance stmts

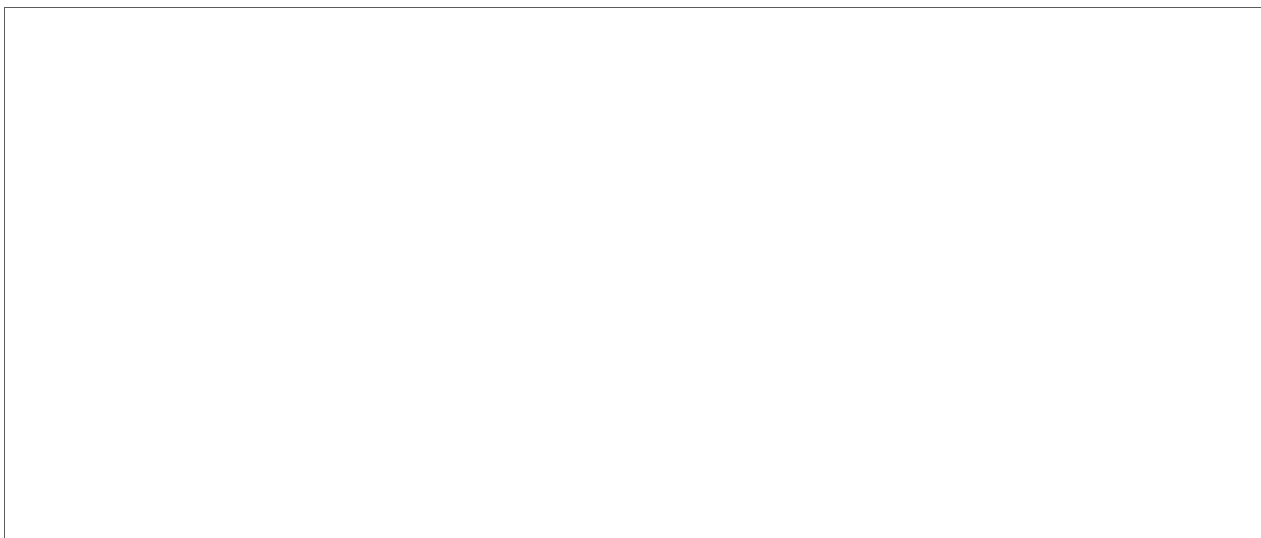
°Report final results

Action Officer:

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°Enhance efforts to promote Agency-wide awareness of property accountability and of the D/L accountable officer program.

°field admin course

°HQS type II/tutorials

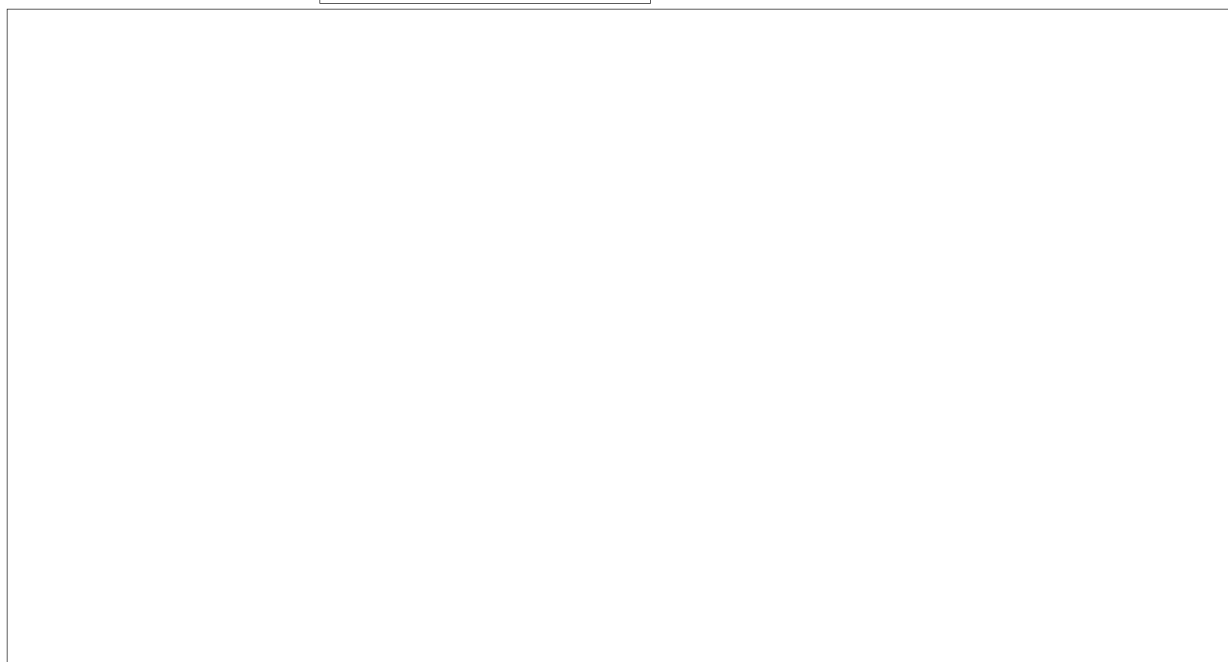
°domestic and HQS visits

°foreign area certification trips

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Action Officer:

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°Identify and Review Agreements between CIA and Other Government Agencies which impact the Office of Logistics.

°Research OL-related MOUs, MOAs

°Catalog/Abstract material

°Validate current material

°Create/Input database

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Action Officer:

°Reduce Supply Group overtime usage between 5% and 10% as compared to previous year.

°issue reporting instr

°collect data

°chart/tabulate/report trends

°review tracking methods

°determine final reduction level

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Action Officer:

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